

Moving Files from the Computer to the Dana

****make sure the palm desktop software is installed before a hot sync**

This is a great feature to help you give documents to students to work on with the Dana. You could send worksheets you've created, outlines for writing, or concept maps using Inspiration as organizers for writing. Once the students have the file on their Dana, they can edit the document, save it with a new name, and send it back to you.

The key is that you save the document as an RTF (Rich Text Format) on your computer. A file that is plainer (ie. Not fancy fonts or lots of formatting) will work best.

****To save an RTF file: Create the document, go to **Save As** to name your file and then in the **file format/type** dropbox, select RTF or Rich Text Format.**

Now:

- 1) Launch AlphaWord Sync on your computer (you will find this in your start menu or in the All Programs list called "Dana for Alphasmart").
- 2) To select which rtf document will be sent to AlphaWord either:
 - Drag and drop the rtf document onto the AlphaWord Sync window
 - Or
 - In AlphaWord Sync use the Add button to select a document.

*****make sure the correct user of the Dana is showing at the top of the AlphaSync box. You likely have all 5 Danas set up here, so it's important to tell the computer which user you are sending the file to.**

- 3) Press the **apps** key on Dana.
- 4) Connect Dana to your computer via a USB cable, then press **function-sync**.
- 5) When HotSync is done, the document will be in the AlphaWord file list. Open under the File menu to view the document in AlphaWord.